

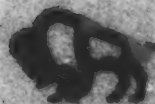
---

# **Personal Property Registration Guide**

**For Registrations to be Made Under  
The Personal Property Security Act**

**Revised 1993**

**Manitoba  
Attorney General  
Personal Property  
Registry**



**Manitoba  
Attorney General  
Personal Property  
Registry**



## **Personal Property Registration Guide**

Address all correspondence to:  
The Personal Property Registry  
15th Floor, Woodsworth Building  
405 Broadway  
Winnipeg, Manitoba  
R3C 3L6

or

Attend at the office as above  
between the hours of 8:30 a.m. - 4:30 p.m.  
The information number is (204) 945-3123.  
Please call if you require assistance.

# PREFACE

## Purpose of Guide

The Personal Property Registry is a public registration system established for the purposes of registrations under The Personal Property Security Act and The Garage Keepers Act. The purpose of this guide is to assist the registering party in completing the forms to be registered.

## Why Register

Financing statements may be registered, at the option of the secured party, as public notice that a security interest exists. Registration gives the secured party the legal right to enforce his interest against third parties, and may give him preference in the event of the debtor becoming bankrupt.

## How to Register

Registration is accomplished by tendering a correctly filled out financing statement, accompanied by the appropriate fee, at the office of the Registry. This may be done either by mail or in person. The Registry address is shown at the beginning of this guide. The Table of Fees is stated in Part V. Make cheques payable to the "Minister of Finance".

## Disclaimer

The material contained in this Guide is provided for convenience only, and as such should not be considered an interpretation of the Act or of the Regulations. For accurate reference, The Personal Property Security Act (Chapter P35 of the Revised Statutes of Manitoba) and Manitoba Regulations 207/80 and 208/80 should be consulted.

The Act and the Regulations may be purchased from the Queen's Printer, Manitoba Archives Building, 200 Vaughan Street, Winnipeg, Manitoba, R3C 1T5.

## Authority

The Personal Property Registry operates under the authority of The Personal Property Security Act.

The Registry makes use of a computer-based registration and enquiry system, where information entered into it is indexed under the name of the debtor and, where applicable, cross-indexed under other co-debtor names, different tradestyles used by the debtor, co-signers names, and motor vehicle serial numbers. This record in the computer may be changed from time to time, renewed or discharged.

## Application

The Personal Property Security Act applies

- (a) to every transaction without regard to its form and without regard to the person who has title to the collateral that in substance creates a security interest including, without limiting the foregoing,
  - (i) a chattel mortgage, conditional sale, equipment trust, floating charge, pledge, trust deed or trust receipt, and
  - (ii) an assignment, lease or consignment intended as security;
- (b) to every assignment of accounts not intended as security other than an assignment for the general benefit of creditors to which The Assignments Act applies; and
- (c) to every assignment of chattel paper not intended as security.

The Personal Property Security Act does not exclude corporate securities.

## Garage Keepers

The Personal Property Registry is also used to give notice of claims of liens under The Garage Keepers Act (Chapter G10 of the Revised Statutes of Manitoba).

# TABLE OF CONTENTS

|                                                            | Page |
|------------------------------------------------------------|------|
| I. Definition of Terms.....                                | 1    |
| II. General Instructions for Completing Forms              |      |
| 1 Forms.....                                               | 2    |
| 2 Typing.....                                              | 2    |
| 3 Signatures.....                                          | 2    |
| III. Registration Information                              |      |
| 1 Index of registration forms and specific uses.....       | 4    |
| 2 Accuracy of registration.....                            | 5    |
| 3 Duration of registration.....                            | 5    |
| 4 Fixture filing.....                                      | 5    |
| IV. Registration Forms                                     |      |
| FORM A — Financing Statement.....                          | 7    |
| FORM B — Amendment.....                                    | 12   |
| FORM C — Renewal/Discharge/Subordination.....              | 14   |
| FORM D — Release Collateral/Add Collateral.....            | 15   |
| FORM E — Extend to Proceeds.....                           | 17   |
| FORM F — Transfer.....                                     | 18   |
| FORM G — Assignment.....                                   | 19   |
| FORMS H, J — Notices for Filing in Land Titles Office..... | 20   |
| FORMS 1 - 6 — Schedules.....                               | 21   |
| V. Table of Fees.....                                      | 22   |



**I.****DEFINITION OF TERMS**

The following terms are defined simply, as they apply to this guide. For formal legal definitions please refer to the Act and Regulations.

| <b>Term</b>                       | <b>Definition</b>                                                                                                                                                                                                                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| book debts:                       | monies owing to a debtor, such as accounts receivable, against payment of which a secured party may grant a loan.                                                                                                                          |
| business debtor:                  | any debtor other than a natural person. This includes corporations, partnerships, co-operatives, fraternal organizations, unincorporated associations and trade unions.                                                                    |
| collateral:                       | property that is subject to a security interest.                                                                                                                                                                                           |
| consumer goods:                   | goods that are primarily for personal, family or household uses.                                                                                                                                                                           |
| corporate security:               | a security interest in personal property or fixtures created by a corporation and contained in bonds, debentures or debenture stock, or in a trust deed securing bonds, debentures or debenture stock.                                     |
| equipment:                        | goods that are not inventory or consumer goods; items, other than inventory, used in carrying on business.                                                                                                                                 |
| garage keepers lien:              | a claim of lien against a motor vehicle made by a garage keeper as provided in The Garage Keepers Act.                                                                                                                                     |
| goods:                            | personal property; chattels; may be either consumer goods, inventory or equipment.                                                                                                                                                         |
| individual debtor:                | a natural person named as a debtor; this term is used in the same sense as a private individual; a registration may have several individual debtors.                                                                                       |
| inventory:                        | goods that are held for sale or lease, or are furnished under a contract of service, or are raw materials, work in process or materials used or consumed in a business or profession.                                                      |
| motor vehicle:                    | includes an automobile, moped, motorcycle, motor home, truck, semi-trailer, trailer (except a mobile home), and snowmobile; does not include a farm tractor, self-propelled implement of husbandry, special mobile machine or mobile home. |
| personal property:                | any property, other than "real property", owned by a private individual or by a business; includes goods, documents of title, instruments, securities, chattel paper, letters of credit and intangibles.                                   |
| proceeds:                         | personal property in any form derived directly or indirectly from any dealing with the collateral, including any payment received for loss or damage to the collateral.                                                                    |
| purchase money security interest: | a priority interest taken by giving the debtor money that is used specifically to obtain the collateral, or by selling the debtor the specific item of collateral such as in a conditional sale.                                           |
| secured party:                    | the one who holds the security interest in the collateral; usually a lending institution, retailer or sales financing company.                                                                                                             |
| security interest:                | an interest in collateral that secures payment or performance of an obligation and includes an interest arising from an assignment of book debts.                                                                                          |

**II.****GENERAL INSTRUCTIONS FOR COMPLETING FORMS****1 Forms**

Only approved forms may be used.

Only one copy of each form shall be registered. Additional copies may be retained by the secured party as required.

Originals of registration forms will be returned if requested on the registration form and if accompanied by a stamped self-addressed return envelope. These forms will not be returned immediately, but rather after they have been satisfactorily recorded in the registration system and microfilmed.

**2 Typing**

All information must be typewritten and error free to allow accurate recording. The typing must be sufficiently dark to allow it to be microfilmed properly.

Use capital letters only.

Do not use any punctuation marks or accents in the individual debtor name boxes, except for the hyphen and the apostrophe.

Do not use the comma or the period in the business debtor name boxes.

Use only approved punctuation marks in any other boxes. Approved punctuation marks are

( ' . + & ) - / , % " ' \$

Note that the following maximum numbers of characters may be stated (blank spaces count as characters):

|                                 |                |
|---------------------------------|----------------|
| Street Address:                 | 29 characters  |
| City & Province:                | 29 characters  |
| General Collateral Description: | 120 characters |
| Corporate Security Amount:      | 12 characters  |
| Document Type:                  | 27 characters  |
| Motor Vehicle Serial Number:    | 20 characters  |
| Year:                           | 4 characters   |
| Make/Model:                     | 23 characters  |
| Body Style:                     | 8 characters   |

Align typewriter so that the information is typed correctly in each box. Do not type to the left or right or above or below a box.

In general, if typing errors are made, the form should be retyped. However if the error is in an address box or in the general collateral description, it may be corrected by "X"ing out all of the word in question. Do not erase or use white-out.

Do not attempt to correct an error in a box that contains a single character. Retype the form.

Where a correction, in the opinion of the Registrar, creates ambiguity in interpreting the correct information the registration may be rejected.

**3 Signatures**

The authorized signature of the secured party is required on all registrations.

The authorized signature of each debtor is required on the original financing statement and on most update forms, with the following exceptions. The debtor's signature is not required:

- for a financing statement which contains a declaration by the secured party that the debtor has already signed a security agreement covering the named collateral;
- for a corporate security registration if accompanied by the appropriate certified copies of bonds, debentures or debenture stock;
- for registration of a security interest already registered in another province or state;
- for an update changing only the secured party information or debtor address;
- for a renewal, discharge, partial discharge (release collateral), subordination, transfer or extension to proceeds;

(f) for a garage keeper's lien, although the owner's signature must appear on the work order.  
Where a debtor's signature is required but cannot be obtained, registration may be authorized by a judge's order.

All signatures must have the name of the person signing typed adjacent to the signature.

**III.****REGISTRATION INFORMATION****1 Index of Registration Forms and Specific Uses**

| <b>Form</b> | <b>Title</b>                                        | <b>Use</b>                                                                                                                                                                                                                                    |
|-------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A           | FINANCING STATEMENT                                 | To register to perfect a security interest.<br>To register a claim of a garage keeper's lien.<br>To register the appointment of a receiver.                                                                                                   |
| B           | AMENDMENT                                           | To correct information shown erroneously on a financing statement.<br>To make a change in address or a legal name change.<br>To be used by Registry staff to correct a data entry error.                                                      |
| C           | RENEWAL/DISCHARGE/<br>SUBORDINATION                 | To renew a registration.<br>To discharge a registration.<br>To subordinate (postpone) the interest of a secured party.                                                                                                                        |
| D           | RELEASE COLLATERAL/<br>ADD COLLATERAL               | To release part of the collateral claimed on an existing registration.<br>To add collateral to an existing registration.                                                                                                                      |
| E           | EXTEND TO PROCEEDS                                  | To record a claim to proceeds of original collateral where an original registration had not included a claim to proceeds but it had subsequently become desirable to make such a claim.                                                       |
| F           | TRANSFER                                            | To record the transfer of collateral from the debtor to someone else (transferee) who takes over possession of the collateral.                                                                                                                |
| G           | ASSIGNMENT                                          | To record the assignment of a security interest from the secured party who first registered the financing statement (secured party of record) to another secured party, allowing the new secured party to deal further with the registration. |
| H           | NOTICE FOR FILING IN<br>LAND TITLES OFFICE          | To file a notice of a registration which relates to a fixture filing.                                                                                                                                                                         |
| J           | NOTICE FOR FILING IN<br>LAND TITLES OFFICE          | To file a notice of a renewal, amendment, assignment or discharge of a registration which relates to a fixture filing.                                                                                                                        |
| <b>Form</b> | <b>Title</b>                                        | <b>Use</b>                                                                                                                                                                                                                                    |
| 1           | ADDITIONAL NAMES<br>SCHEDULE                        | To list additional information to Forms A, E, F and G.                                                                                                                                                                                        |
| 2           | ADDITIONAL GENERAL<br>SCHEDULE OF COLLATERAL        | To list additional information to Forms A, B and D.                                                                                                                                                                                           |
| 3           | ADDITIONAL MOTOR VEHICLE<br>SCHEDULE                | To list additional information to Form A.                                                                                                                                                                                                     |
| 4           | ADDITIONAL NAMES<br>SCHEDULE — AMENDMENT            | To list additional information to Form B.                                                                                                                                                                                                     |
| 5           | ADDITIONAL MOTOR<br>VEHICLE SCHEDULE —<br>AMENDMENT | To list additional information to Form B.                                                                                                                                                                                                     |
| 6           | ADDITIONAL MOTOR VEHICLE<br>SCHEDULE — CHANGE       | To list additional information to Form D.                                                                                                                                                                                                     |

## 2 Accuracy of Registration

Any inaccuracy in the information contained in a registered document could invalidate that registration but only if it actually misleads a person whose interests are affected by the document.

Obvious errors are rejected by the Registry scrutineers and computer system edits, but errors in spelling of names, in recording dates or in recording serial numbers cannot be screened by the Registry. Therefore it is strongly recommended that secured parties proof-read the information contained on any form before submitting it.

To assist secured parties and to safeguard against fraudulent or accidental tampering with registered information, the Registry computer system prints a confirmation of each registration and update processed. This confirmation is mailed to the secured party of record, and a copy of it will also be sent to the registering agent if indicated on the registration form. The confirmation should be checked by the secured party to

- (a) ensure the registration or update was legitimate and authorized; and
- (b) ensure the information shown is accurate; and
- (c) note the registration number assigned (this number must be used when registering renewals, discharges or changes).

Motor vehicle serial numbers are checked by the computer against a special edit. If there is any discrepancy, a warning message is included in the confirmation to alert the secured party to verify the number. This should be done by physical examination of the number affixed to the vehicle, not by reference to any intermediary document such as a motor vehicle registration.

Only the more common makes of cars and trucks can be edited accurately. Therefore this warning will always be generated for snowmobiles, motorcycles, trailers, and for makes of cars and trucks which only sell in limited quantities in North America.

## 3 Duration of Registration

Registrations of most security interests are valid for 3 years, and may be renewed, before the expiry date, at 3 year intervals for as long as necessary.

Registrations of corporate securities are valid for an unlimited period, and do not need to be renewed.

Registrations of garage keepers liens are valid for 6 months, and cannot be renewed.

Upon satisfaction of all obligations under a registered security agreement the secured party of record is obliged to provide a certificate of discharge upon request of the debtor, subject to a fine.

Where the collateral is consumer goods, the secured party of record must always register a discharge within 1 month of all obligations being performed or all money being repaid, or be subject to a fine. This applies even if the debtor does not make a request for discharge, as long as the collateral includes consumer goods.

## 4 Fixture Filing

A financing statement registered in The Personal Property Registry is not recorded against the land and does not constitute a fixture filing.

Where the collateral named in a financing statement is or includes fixtures on land, or goods that may become fixtures, or crops, an additional notice may be filed in the appropriate Land Titles Office after the financing statement has been registered in the Registry. Similarly, notice of renewals, amendments, assignments and discharges may also be filed in a Land Titles Office.

An endorsed copy of the registration suitable to be attached to the notice for filing in a Land Titles Office may be obtained on the next working day after registration in The Personal Property Registry for the fee specified in the Table of Fees.

**IV.****REGISTRATION FORMS**

- A FINANCING STATEMENT**
- B AMENDMENT**
- C RENEWAL/DISCHARGE/SUBORDINATION**
- D RELEASE COLLATERAL/ADD COLLATERAL**
- E EXTEND TO PROCEEDS**
- F TRANSFER**
- G ASSIGNMENT**
- H NOTICE FOR FILING IN LAND TITLES OFFICE**
- J NOTICE FOR FILING IN LAND TITLES OFFICE**

6

**H****NOTICE FOR FILING IN  
LAND TITLES OFFICE**

To perform a fixture filing in a Land Titles Office relating to a financing statement registered in The Personal Property Registry, this notice form must be filled out. The notice form must have attached to it a copy of the registered financing statement, certified and endorsed by the Registry with its registration number.

**J****NOTICE FOR FILING IN  
LAND TITLES OFFICE**

To perform a fixture filing in a Land Titles Office relating to the registration of a renewal, amendment, assignment or discharge form in The Personal Property Registry, this notice form must be filled out. It must be accompanied by a copy of the registered renewal, amendment, assignment or discharge form, endorsed by the Registry with its registration number.

**A****FINANCING STATEMENT**

The "registration number" and "date/time stamp" are put on by Registry personnel.

If you are a registering agent and you want to receive a copy of the confirmation of registration, type an "X" in the "confirm to agent" box.

If you want the original copy of this form to be returned after processing, type an "X" in the "return original" box and attach a stamped self-addressed envelope.

If you want a copy for fixture filing, type an "X" in the "copy for LTO filing" box and tender the appropriate additional fee as specified in the Table of Fees.

**"GENERAL" section****TYPE OF REGISTRATION**

- type an "X" in one box, depending upon the nature of the registration.

**TYPE OF INSTRUMENT**

- type an "X" in this box only if a purchase-money security interest is being claimed.
- otherwise leave blank.
- always leave blank for corporate security, garage keeper's lien and receiver appointment registrations.

**COLLATERAL CLASSIFICATION**

- for security agreement registrations type an "X" in one or more boxes as is appropriate.
- for corporate security registrations type an "X" in the box marked "other".
- for garage keeper's lien registrations type an "X" in the box marked "other".
- for receiver appointment registrations type an "X" in the box marked "not applicable".

**PROCEEDS**

- type an "X" in this box if the financing statement also claims proceeds of the original collateral described.
- otherwise leave blank.
- always leave blank for corporate security, garage keeper's lien and receiver appointment registrations.

**COLLATERAL SCHEDULE**

- type an "X" if an additional general schedule of collateral (form 2) is attached.

**EXPIRY DATE**

- leave blank (for Registry office use only).

**RENEWAL FROM COUNTY COURT RECORDS**

- leave blank.

**OUT OF PROVINCE**

- type an "X" if the financing statement is being used to register notice of a security interest previously perfected by registration in another province, state or country.
- if an "X" is typed in this box, the requirement for debtor's signature is waived.

**NUMBER OF ADDITIONAL SCHEDULE PAGES**

- if additional information schedules have been attached, indicate the number of pages of each type in the appropriate box.

7

**ADDITIONAL NAMES SCHEDULE****1****ADDITIONAL GENERAL SCHEDULE  
OF COLLATERAL****2****ADDITIONAL MOTOR VEHICLE SCHEDULE****3****ADDITIONAL NAMES SCHEDULE —  
AMENDMENT****4****ADDITIONAL MOTOR VEHICLE  
SCHEDULE — AMENDMENT****5****ADDITIONAL MOTOR VEHICLE  
SCHEDULE — CHANGE****6**

These forms are used when the space provided on one of the lettered series of forms (A-G) is insufficient. For details on how to fill in each form see the instructions for the form to which it will be attached. The financing statement registration number box at the top left of each schedule will be filled in by Registry personnel to reflect the number assigned to the lettered form (A-G) which the schedule accompanies.

## **"INDIVIDUAL DEBTOR(S)" section**

If the type of registration is security agreement, fill in this section for all individual debtors. If the security agreement is a lease intended as security, read "lessor" for "debtor".

If the type of registration is corporate security, leave this section blank.

If the type of registration is garage keeper's lien and the owner of the vehicle is an individual, fill in this section reading "owner" for "debtor".

This section may also be used to name the estate of a deceased person.

If this section is left blank, an entry must be made in the "Business Debtor(s)" section.

The information required by this section could be obtained directly from the debtor, from the debtor's Manitoba driver's licence, or from the birth certificate. An error in stating the debtor name, birth date or driver's licence number could lead to later invalidation of The Personal Property Registry registration.

Do not use titles such as Mr., Miss, Mrs., Ms., Dr., Rev.

Do not use Jr., Sr., III, IV.

Do not make any mention of trade styles used by an individual debtor in this section (see "Business Debtor(s)" section).

### **INDIVIDUAL DEBTOR SURNAME**

- type in the surname of the debtor.
- because of the requirements of the computer system, type the name in capital letters without spaces or punctuation except for apostrophe and hyphen.

#### **Examples:**

|               |              |
|---------------|--------------|
| McGregor:     | MCGREGOR     |
| van Thulin:   | VANTHULIN    |
| d'Arcy:       | D'ARCY       |
| St. Germaine: | STGERMAINE   |
| Wilson-Smith: | WILSON-SMITH |

### **FIRST GIVEN NAME**

- type in the first given name of the debtor.
- this should be the first name as shown on the birth certificate and not necessarily the name commonly used by the debtor.
- nicknames or abbreviations are not acceptable.
- type in capitals without spaces or punctuation as for individual debtor surname.

### **INITIAL**

- type the initial of the second given name.

### **BIRTH DATE**

- type the birth date of the debtor as follows:  
last two digits of the year/number of the month within the year/number of the day within the month.

#### **Example:**

September 21, 1908 type as:  
08 09 21

### **MANITOBA DRIVER'S LICENCE NUMBER**

- if available, type in the Manitoba driver's licence number assigned to the debtor.
- type exactly as shown on the licence, including dashes and asterisks.
- do not enter a driver's licence number issued by another province or state.
- this information is useful in preventing confusion between different individuals with the same name, but if the debtor does not have a licence or if the number cannot be ascertained, this box may be left blank.

### **DEBTOR STREET ADDRESS**

- this box cannot be left blank.
- it is up to the discretion of the secured party whether this box is used for the actual street address, rural route number, post office box number or general delivery.
- it is up to the discretion of the secured party whether this box is used to show a debtor's home address or business address.
- if a sole proprietor debtor does business under a trade style, that trade style could be entered in the "Business Debtor(s)" section and the business address could be shown there.

**CITY, TOWN, ETC.**

- this box cannot be left blank.
- type in the name of the city, town, rural municipality or village.

**PROVINCE**

- this box cannot be left blank.

**POSTAL CODE**

- this box should always be filled in.

**"BUSINESS DEBTOR(S)" section**

If the type of registration is security agreement or receiver appointment, fill in this section either to describe an artificial body or to set out a trade style used by an individual debtor.

This section must be filled in if the type of registration is corporate security.

If the type of registration is garage keeper's lien and the owner of the vehicle is an artificial body, fill in this section reading "owner" for "debtor".

**Incorrect examples:**

Individual debtor:

BLANK

Business debtor:

JOHN B. SMITH CARRYING ON BUSINESS AS ACME BAKERY  
JOHN B SMITH t/a ACME BAKERY  
ACME BAKERY JOHN B SMITH PROPRIETOR  
JOHN B SMITH aka ACME BAKERY

**Correct examples:**

Show individual debtor as:

SMITH JOHN B 21 06 13

Show business debtor as:

ACME BAKERY

**BUSINESS DEBTOR NAME**

- show the full legal name exactly as registered under The Business Names Registration Act, or as contained in articles of incorporation.
- do not abbreviate.

**Incorrect examples:**

It is not allowable to submit a financing statement showing a business debtor stated as:

ACME BAKERY DIVISION OF SMITH ENTERPRISES LIMITED  
ACME BAKERY AFFILIATE OF SMITH ENTERPRISES LIMITED  
SMITH ENTERPRISES LIMITED TRUSTEE FOR ACME BAKERY

**Correct examples:**

The secured party must determine if the security interest is created by ACME BAKERY, by SMITH ENTERPRISES LIMITED, or by both. If the secured party decides both, each should be listed separately, as different debtors, and the registration will be indexed under both.

**BUSINESS STREET ADDRESS**

- this box cannot be left blank.
- it is up to the discretion of the secured party whether this box is used for the actual street address, rural route number, post office box number or general delivery.

**CITY, TOWN, ETC.**

- this box cannot be left blank.
- type in the name of the city, town, rural municipality or village.

**PROVINCE**

- this box cannot be left blank.

#### POSTAL CODE

- this box should always be filled in.

#### **"SECURED PARTY" section**

This section must be completed.

In the special case of corporate securities which are in favour of a bearer the secured party name shall be shown as "BEARER" and the secured party address; city, town, etc; and province boxes should have a single "X" typed in each to satisfy computer edits and avoid rejection.

#### SECURED PARTY NAME

- enter the name of the secured party, or if the security interest has been assigned prior to registration enter the name of the assignee.
- for a receiver appointment enter the name of the person appointing the receiver or manager, or the name of the person who has obtained the order appointing the receiver or manager.

#### SECURED PARTY CODE

- if the Registrar has assigned a code to the secured party it should be shown here.

#### SECURED PARTY ADDRESS

- this cannot be left blank.

#### CITY, TOWN, ETC.

- this cannot be left blank.

#### PROVINCE

- this cannot be left blank.
- enter the name of the state for United States addresses.

#### POSTAL CODE

- this box should always be filled in.
- for United States addresses show zip code.

#### **"COLLATERAL — GEN., M.V., COSEC." section**

General (GEN.) section is applicable only to the case of a registration of the security agreement type.

Motor Vehicle (M.V.) section should be filled out either for a security agreement to describe a motor vehicle or aircraft claimed as collateral or for a garage keeper's lien to describe the vehicle against which a lien is claimed.

If motor vehicles subject to a security interest are inventory (held for resale by the debtor in the ordinary course of business), they need not be recorded in detail in this section, but should be described collectively in the General section. Motor vehicles which are other than inventory must be described in detail in the Motor Vehicle section.

Corporate Security (COSEC.) section should be filled out only for corporate security registrations.

#### GENERAL

- in the "for other than corporate securities code the general collateral description" boxes, describe the collateral (except motor vehicles or aircraft) which is the subject of the security interest.
- if the collateral cannot be adequately described in 120 characters, then enter only the words "SEE ATTACHED SCHEDULE" in this area of the form, and describe all of the collateral in an additional general schedule of collateral (form 2).
- for a receiver appointment, set out the word "RECEIVER" and the name and address of the receiver or manager.

#### MOTOR VEHICLE

- the motor vehicle information should be stated in approximately the same manner as shown on the Motor Vehicle Branch owner's registration card but it is recommended that the secured party not copy this data from the registration card without verifying its accuracy by inspection of the vehicle.
- in the "motor vehicle serial number" box type the serial number exactly as shown on the plate affixed to the motor vehicle, or if the collateral is an aircraft type the registration marks assigned to it but omitting the hyphen.

- a serial number copied from a registration card could, if inaccurate, lead to invalidation of The Personal Property Registry registration.
- in the "year" box, type the last two digits of the model year.
- in the "make/model" box, type the make and model name of the vehicle.
- in the "body style" box, type the body style of the motor vehicle, or if the collateral is an aircraft type the word "AIRCRAFT".
- for mass produced vehicles there should be no problem providing the information required above.
- for some vehicles however this may be a problem, and if so proceed as follows:
  - (a) if the motor vehicle has no serial number, record the vehicle identification number issued by the Registrar of Motor Vehicles under section 6(12) of The Highway Traffic Act;
  - (b) if the motor vehicle has no model year, enter the approximate date of manufacture or construction;
  - (c) if the motor vehicle has no recognized make or model, enter the name of the company which manufactured it or if necessary indicate "HOMEMADE";
  - (d) if the motor vehicle has no recognized body style, enter "N/A".

#### **CORPORATE SECURITY**

- in the "amount" box, enter the total amount secured by the security or series of securities being registered.
- show dollars and cents without punctuation.

##### **Incorrect examples:**

400,000.00  
400,000  
400000--

##### **Correct example:**

Four hundred thousand dollars would be shown as:

40000000

- in the "document type" box, specify the type of document used to create the security.

##### **Examples:**

TRUST DEED  
DEBENTURES  
BONDS

- in the "document date" box, specify the date of writing of the document containing the security. Express the date as follows: last two digits of the year/number of the month within the year/day of the month.

##### **Example:**

January 23, 1979 would be shown as:

79 01 23

#### **"RENEWAL" section**

Leave this section blank.

#### **"AUTHORIZED SIGNATURE" sections**

Authorized signatures of all parties described on a financing statement (debtors and secured parties) must appear at the foot of the form. Where additional names schedules (form 1) are used to list all the parties, each party shall sign the form upon which his name appears. All signatures must have the name of person signing typed adjacent to the signature.

**B****AMENDMENT****"GENERAL" section****FINANCING-STATEMENT REGISTRATION NUMBER**

- indicate here the registration number of the original registration which is to be corrected or amended.
- note that the registration file is maintained under the original number until it expires or is discharged, so always show this original number regardless of intervening amendments, renewals and changes which will bear other numbers.

**TYPE OF CORRECTION**

- "error correction" should be indicated by an "X" for a correction of a clerical error made by a secured party if the financing statement was inaccurate to begin with, or for a correction of a data-entry error made by the Registry if the financing statement was correct but the confirmation statement shows that it has been transcribed incorrectly to the computer.
- "amendment" should be indicated by an "X" if a name or address change is being recorded, or if any other registered information is being changed.

**FIRST DEBTOR LISTED ON CURRENT REGISTRATION**

- must be shown.

The remainder of the boxes in this section have the same meaning as for Form A — Financing Statement. Only enter information which is to be amended. There is no need to repeat all the information given on the financing statement if it is not to be amended.

**"PERSONAL DEBTOR" section****OLD DEBTOR INFORMATION**

- must be shown in full to allow the computer to determine which debtor record to change.

**NEW DEBTOR INFORMATION**

- fill in only those boxes which are to be changed.
- any boxes left blank will remain unchanged in the computer.

**"BUSINESS DEBTOR" section****OLD BUSINESS INFORMATION**

- must be shown in full to allow the computer to determine which debtor record to change.

**NEW BUSINESS INFORMATION**

- fill in only those boxes which are to be changed.
- any boxes left blank will remain unchanged in the computer.

**"SECURED PARTY" section****SECURED PARTY OF RECORD**

- must be shown in full to allow the computer to determine which secured party record to change.

**NEW SECURED PARTY INFORMATION**

- fill in only those boxes which are to be changed.
- any boxes left blank will remain unchanged in the computer.

**"GENERAL COLLATERAL" section****NEW GENERAL COLLATERAL DESCRIPTION**

- if the general collateral description has changed, show the new description.
- because this is one field to the computer, the whole two lines of description must be re-entered.

**FOR CORPORATE SECURITIES ONLY**

- if the corporate securities particulars have changed, enter only those boxes which have changed.

**"MOTOR VEHICLE — M.V." section**

**OLD**

- for each change, show the "old motor vehicle serial number" to indicate to the computer which record to change.

**NEW**

- for each change, fill in only those "new" boxes which are to be changed.

**"REASON" section**

Briefly indicate why the correction is to be made.

See the instructions for Form A — Financing Statement for further explanations on how to fill in the information.

**C****RENEWAL/DISCHARGE/SUBORDINATION****"GENERAL" section****FINANCING STATEMENT REGISTRATION NUMBER**

- in all cases fill in the registration number of the original registration against which the change is to be recorded.
- note that the registration record is maintained under its original number regardless of intervening amendments, renewals and changes.

**LIST FIRST DEBTOR NAME CURRENTLY ON RECORD**

- show the name of the first individual debtor listed on the original financing statements, or if no individual debtor was listed show the first business debtor.
- this allows the computer to ensure that the correct registration is being changed.
- if debtor names have been amended or changed because of a transfer, show the first name currently registered rather than that on the original financing statement.

**TYPE OF CHANGE**

- indicate with an "X" which type of change is to be performed and then fill in the appropriate section below if necessary.
- only one type of change per form.

**SECURED PARTY**

- show name, address, city, town, etc., province, postal code of the secured party of record.

**"RENEWAL" section**

- show registration number of most recent previous renewal if any.
- otherwise no further information is required.

**"CORPORATE SECURITY DISCHARGE" section**

- for security agreements no further information is required.
- for corporate securities indicate if the discharge is full or partial.

**"SUBORDINATION" section**

- show the registration number of the financing statement to which priority is being yielded.

See the instructions for Form A — Financing Statement for further explanations on how to fill in the information.

**D****RELEASE COLLATERAL/ADD COLLATERAL****"GENERAL" section****TYPE OF CHANGE**

- collateral cannot be added and deleted on the same form.
- two forms would have to be filled out.
- indicate with an "X" which type of change is to be performed and then fill in the appropriate section below if necessary.
- only one type of change per form.

**FINANCING STATEMENT REGISTRATION NUMBER**

- show the registration number of the original registration to/from which the collateral is to be added/released.

**LIST THE FIRST DEBTOR NAME CURRENTLY ON RECORD**

- show the name of the first individual debtor listed on the original financing statements, or if no individual debtor was listed show the first business debtor.
- this allows the computer to ensure that the correct registration is being changed.
- if debtor names have been amended or changed because of a transfer, show the first name currently registered rather than that on the original financing statement.

**SECURED PARTY**

- show name, address, city, town, etc., province, postal code of the secured party of record.

**NEW COLLATERAL CLASSIFICATION**

- if the addition/release of collateral will give rise to a change in the collateral classification of the registration the new value should be shown here.
- otherwise leave blank.

**Examples:**

The original registration claimed book debts only, but inventory is now being added. Type an "X" in both the "inventory" and "book debts" boxes.

The original registration claimed two motor vehicles which were both consumer goods, and one vehicle is being released. Leave blank as classification does not change.

**COLLATERAL SCHEDULE(S)**

- if a revised additional general schedule of collateral is being registered, type an "X" under "new schedule 2 attached".
- if an additional general schedule of collateral registered previously is to be deleted and not replaced, type an "X" under "delete former schedule 2".

**DELETE GENERAL COLLATERAL DESCRIPTION**

- if all collateral described under the general collateral description is being released and not replaced, type an "X" in this box.
- if the addition/release of collateral will result in a change in the general collateral description do not type in this box, but simply enter a new collateral description as described in the "General Collateral" section and the former one will be automatically deleted and replaced with the new description.

**NUMBER OF ADDITIONAL SCHEDULE PAGES**

- enter the number of pages in the appropriate box if applicable.

**"GENERAL COLLATERAL" section****NEW COLLATERAL DESCRIPTION**

- if the addition/release of collateral results in a change to the general collateral description, restate the new collateral description in these boxes and the former collateral description will be replaced.

**"MOTOR VEHICLE — ADD, DELETE" section**

**RELEASE**

- for motor vehicles being released, fill in the motor vehicle serial numbers in the boxes headed "indicate the motor vehicles to be deleted (if any)".
- if more than two, attach an additional motor vehicle schedule — change (form 6).

**ADD**

- for motor vehicles being added, fill in the motor vehicle serial number, year, make/model, body style in the boxes headed "indicate the motor vehicles to be added (if any)".
- if more than two, attach an additional motor vehicle schedule — change (form 6).

See the instructions for Form A — Financing Statement for further explanations on how to fill in the information.

**E**

## **EXTEND TO PROCEEDS**

### **FINANCING STATEMENT REGISTRATION NUMBER**

- show the registration number of the financing statement which lists the collateral of which proceeds are being claimed.

### **"GENERAL" section**

- in the appropriate boxes list the names and addresses of all debtors listed either on the original financing statement referred to above or as they are currently recorded if an amendment or transfer has subsequently been registered.
- show the name and address of the secured party of record.
- describe the collateral claimed on the original financing statement in the boxes designated for "old collateral description".

See the instructions for Form A — Financing Statement for further explanations on how to fill in the information.

**"GENERAL" section****FINANCING STATEMENT REGISTRATION NUMBER**

- show the registration number of the original financing statement which described the collateral which is now being or has been transferred.

**FIRST DEBTOR LISTED ON THE ORIGINAL F/S**

- show the name of the first individual debtor, or business debtor if no individual debtor, listed on the original financing statement.
- this allows the computer to ensure that the correct registration is being changed.

**NUMBER OF ADDITIONAL NAME SCHEDULE PAGES**

- if the number of new debtors (transferees) exceeds the space allowed on this form, use additional names schedules (form 1) and indicate in this box the number attached.

**"INDIVIDUAL DEBTOR(S)" section**

- list all required information for any transferees who are private individuals.
- the reference to the previous debtor is dropped from the computer files.
- all information is mandatory and must be shown, except Manitoba driver license number which is optional.
- there may be instances where some of the information is difficult to obtain, but no exceptions can be made.
- incomplete information will cause the computer to reject the registration.

**"BUSINESS DEBTOR(S)" section**

- where the transferee is a business or artificial body, or where an individual debtor listed above carries on business under a trade style, the name of the business, the name of the artificial body or the trade style should be entered in this section along with its business address.
- the reference to the previous debtor is dropped from the computer files.

See the instructions for Form A — Financing Statement for further explanations on how to fill in the information.

**G****ASSIGNMENT****"GENERAL" section****FINANCING STATEMENT REGISTRATION NUMBER**

- show the registration number of the original financing statement registered in respect of the security interest being assigned.

**NUMBER OF ADDITIONAL NAME SCHEDULE PAGES**

- if the number of debtors to be listed, as explained below, exceeds the space allowed on this form, use additional names schedules (form 1) and indicate in this box the number attached.

**LIST ALL THE DEBTORS WHICH ARE CURRENTLY REGISTERED**

- list the specified information exactly as currently recorded.

**SECURED PARTY OF RECORD**

- show the name and address of the secured party of record (assignor) in these boxes.

**"SECURED PARTY" section****NEW SECURED PARTY INFORMATION**

- show the name, address, and secured party code (if applicable) of the assignee (the one who is taking over the security interest).
- entering a new secured party deletes all previous secured parties from the computer files.

**Example:**

If a security interest had previously been held and registered jointly by Company A and Company B, and if Company A assigned its portion of the interest to Company C, Form G and a Form 1 should be completed and both Company B and Company C listed as new secured parties. Otherwise Company B would be deleted as a secured party.

See the instructions for Form A — Financing Statement for further explanations on how to fill in the information.

**V.****TABLE OF FEES****Registration:**

|                                                                                                                                                               |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| (1) Registering a financing statement that relates to a security agreement or notice of receivership .....                                                    | \$10.00   |
| (2) Registering a financing statement that relates to a garage keeper's lien .....                                                                            | \$ 5.00   |
| (3) Registering a financing statement that relates to a corporate security .....                                                                              | \$60.00   |
| (4) Registering a renewal statement .....                                                                                                                     | \$ 7.00   |
| (5) Registering a certificate of discharge .....                                                                                                              | NO CHARGE |
| (6) Registering an amendment statement to correct an error made by the Registry in transcribing information .....                                             | NO CHARGE |
| (7) Registering any other prescribed form .....                                                                                                               | \$ 4.00   |
| (8) Registering additional schedules attached to any of the above forms .....                                                                                 | NO CHARGE |
| (9) Filing a Judge's Order or Registrar's Order relating to a document tendered for registration .....                                                        | NO CHARGE |
| (10) Endorsing with registration number and time of registration the duplicate copy of any document submitted in duplicate, at the time of registration ..... | NO CHARGE |
| (11) Providing an endorsed copy of the registration when no duplicate is presented, at the time of registration .....                                         | \$ 2.00   |
| (12) Typing any document tendered for registration in an untyped form (per page) .....                                                                        | \$ 1.00   |
| (13) Printing and mailing a confirmation of registration to the secured party .....                                                                           | NO CHARGE |
| (14) Printing and mailing a duplicate confirmation to a registering agent .....                                                                               | NO CHARGE |

**Enquiries:**

|                                                                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| (15) Performing a search in which information is given only in an unprinted and uncertified form (per name, serial number, or registration number) ..... | \$ 2.00 |
| (16) Providing a Registrar's Certificate (per name, serial number, or registration number) .....                                                         | \$ 7.00 |
| (17) Providing for inspection any document registered prior to September 1, 1978, which document is under the control of the Registrar .....             | \$ 1.00 |
| (18) Providing copies of registered documents and/or additional schedules:<br>first page .....                                                           | \$ 1.00 |
| each additional page showing the same registration number .....                                                                                          | \$ .50  |
| (19) Certifying copies of registered documents:<br>per registration number when copies supplied .....                                                    | \$ 3.00 |